



Course Release: Grant Related

Guideline: AA01
Responsible Executive: Provost &
Vice President for Academic Affairs
Responsible Office: Provost &
Vice President for Academic Affairs
Last Revised: 11/20/23

Definitions

Institutional Base Salary	Institutional base salary (IBS) is the annual compensation paid by the University for an employee's appointment, whether that individual's time is spent on research, instruction, administration, or service. IBS excludes any income that an individual is permitted to earn outside of duties for the University. It may include salary paid from State funds, grants or contracts, gifts, and endowments, and/or other funds. For the majority of faculty this is reflected in a 10-month appointment.
Effort	Effort is the time spent on a sponsored project, regardless of whether the sponsor directly funds any salary. When you are listed as PI, co-PI, or key personnel on a grant proposal, you are obligated to commit a certain amount of effort to the sponsor.

Guidelines

Those Kean faculty members wishing to devote themselves to more research may, with the permission of their Department Chair/Dean, use externally secured research funding to buy-out of their teaching commitment. This notification will enable the department to adequately identify and fund replacement instructors. A faculty member wishing to decrease their teaching load should request a teaching buy-out from the Department Chair/Dean. If the Department Chair/Dean approves of the buy-out, she/he will inform the VPR, by email, with a very brief explanation of the reason for the approval and an assessment of the teaching load of other faculty members in the department for that academic year. Decisions regarding teaching buy-out will be considered in the context of the obligations of the individual department to its teaching mission. The request may be denied by the Chair/Dean/VPR if the department cannot meet its course obligations or if the faculty member is insufficiently contributing “in substantial ways to graduate and undergraduate education.

Ten-month faculty members whose external sponsored salary support from grants and/or contracts allows them to charge a higher percentage of their IBS salary (more than two summer months), may direct this portion of funds to their faculty discretionary account, if the following conditions are met:

- a. The faculty member is a full-time member of the tenured or tenure-track faculty.
- b. Use of the external research funds for the faculty member’s salary reduces the dean’s funded salary commitment.
- c. The faculty member has met all university policies and has met all funding agency requirements. This includes final reports on sponsored projects and effort forms.

One 3-credit course is equal to 1.2 calendar months or 10% effort. Ten-month tenured and tenure-track faculty members must teach a minimum of a 2/2 load. Some faculty members may, with the permission of both their Dean and the Provost, petition for extra release time if they are highly research active.

Procedure

When a faculty member chooses to buy-out a course to allow more time for research, the request must be approved prior to an external proposal submission. The effort must be written into the proposal budget along with fringe benefits. Charging the salary effort to a sponsored award allows a dean adequate funds to compensate a replacement instructor.

Contact

Office of the Vice President for Research

orsp@kean.edu